

The factual information set forth on the Tracking Charts was submitted to the FLA by each Independent External Monitor and Participating Company and reviewed by FLA staff. It is being made available to the public pursuant to the FLA Charter in order to strengthen the monitoring process. The FLA Charter provides for regular public disclosure of the factual results of independent monitoring and the resulting specific actions taken by Participating Companies.

What is a Tracking Chart?

Compliance is a process, not an event. A Tracking Chart outlines the process involved in FLA independent external monitoring and remediation. It is used by the accredited independent external monitor, the participating company and the FLA staff to do the following:

- **Record Findings:** The independent external monitor uses the Tracking Chart to report noncompliance with FLA Code standards. The monitor should also cite the specific Code benchmark or national/local law that was used to measure compliance.
- **Report on Remediation:** The FLA participating company uses the Tracking Chart to report on the remediation program that was implemented in order to resolve the noncompliance and prevent any future violations.
- **Evaluate Progress:** The FLA uses the Tracking Chart for purposes of collecting and analyzing information on the compliance situation of a particular factory and for publication on our website. This information is updated on an ongoing basis.

What a Tracking Chart is NOT -

- An exhaustive assessment of factory conditions

Working conditions - in any type of workplace - are dynamic. Each Tracking Chart represents a survey of the factory's conditions on a specific day. Over time, a fuller picture emerges as we compile information from various sources to track the compliance progress of a factory.

- A pass or fail evaluation

The Tracking Charts do not certify whether or not factories are in compliance with the FLA Code. Monitoring is a measurement tool. The discovery of noncompliance issues is therefore not an indication that the participating company should withdraw from a factory. Instead, the results of monitoring visits are used to prioritize capacity building activities that will lead to sustainable improvements in the factory's working conditions.

- A one-time event

Each monitoring visit is followed by a remediation program, further monitoring and remediation in an ongoing process. The Tracking Charts are updated accordingly.

Note on Language

Please be advised that because FLA independent external monitors are locally-based and English is generally not their native language, the language presented may at times appear unclear to a reader who is a native English speaker. In order to preserve the integrity of the transparency process and the information we receive, our policy is to publish the original text from the monitor and participating company. However, the reader will note that we have taken the precaution to remove any identifying information about the factory that was monitored or the workers interviewed.

For example, in cases where monitors and/or participating companies have cited the actual number of workers in reference to a noncompliance issue, in order to protect the workers' identities, we have replaced the numbers with generic wording in brackets (i.e. "[some]", "[worker interviews revealed that]",etc.).

We do not disclose the name of the factory that was monitored in order to ensure that the FLA's efforts to encourage and reward transparency do not have detrimental consequences for the factory and the workers.

Instructions for Printing

The information contained in the Tracking Charts is organized by columns and rows in a table format. Due to the number and width of the columns, the charts have been formatted for legal size (8.5 x 14in.) paper. To print the charts, please make sure to select "legal" size paper from Print properties.

FLA Audit Profile	
Country	MEXICO
Factory name	12005057B
IEM	ALGI
Date of audit	6/6/03
PC(s)	Reebok International Ltd.
Number of workers	4
Product(s)	T-shirts
Production processes	Inspection, packing
Other brands in factory	

FLA Code/ Compliance issue	Benchmark or legal reference	Findings			PC remediation plan	Target Completion Date	Remediation				Status
		Monitor's Findings	Documentation	Best Practice			Factory Response	Completion Date	Documentation	PC Follow-up	
1. Code Awareness											
Code Posting	FLA Principles of Monitoring, Obligations of Companies: Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.	FLA Code nor PC Code of Conduct was posted in factory.			Reebok's monitor will provide you with a "Notice to Workers" poster, and we ask that you post it in a prominent location in your facility. This poster outlines Reebok's standards and informs workers of their rights. It also provides workers with contact information for a Reebok monitor so that workers can report problems directly to Reebok.	28-Jul-03	Factory management posted prominently in the factory the "Notice to Factory Workers" poster, outlining Reebok Standards, on Aug 8, 2003. Pictures of the posting were submitted to Reebok.	8-Aug-03	Picture of the posted poster was submitted to Reebok as verification, and is maintained in Reebok's internal files.	Reebok's monitor confirmed with the factory that the code of conduct was posted. Reebok's monitor will continue to monitor the factory's efforts to formally convey Reebok's Standards to factory workers through code postings.	Completed
Worker/management awareness of Code	FLA Principles of Monitoring, Obligations of Companies: Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.	Employees nor management were aware of either FLA or PC Code of Conduct.			Workers must know their rights. In addition to posting Reebok's Standards, the factory should undertake other efforts to educate employees about Reebok's Standards on a regular basis. Please inform and train workers on their rights.	28-Jul-03	Factory conducted worker training of its entire workforce (four workers) on Reebok's standards and factory rules in August 2003.	August-03	Pictures of the worker training were submitted to Reebok as verification, and are maintained in Reebok's internal files.	Reebok's monitor confirmed with the factory that the training took place. Reebok will also continue to assist the factory's efforts to create an informed workplace through ongoing training and education programs which provide workers with information about the Reebok Standards	Completed
2. Forced Labor											
3. Child Labor											
4. Harassment or Abuse											
5. Nondiscrimination											
6. Health and Safety											
Health and Safety	In accordance with Mexican Health and Safety Norm NOM-019-STPS-1993, a Health and Safety Committee must be formed in order to prevent and investigate the cause of illness and accidents.	During the management interview it was noted that a Health and Safety Committee had not been formed yet.			Factory should investigate whether the Mexican Health and Safety Norms cited by ALGI are applicable to a workplace with four employees. Please report to Reebok your findings. If applicable, the factory must comply with local law, and form a Health & Safety Committee, with the participation of management and workers. In any case, Reebok encourages the active participation of workers in managing the workplace, and recommends that a worker representative be elected to work with management on health and safety issues. Please report to Reebok on your efforts in this regard.	28-Jul-03	Factory has established a Health and Safety Committee, with elected worker representatives, to work with management on health and safety issues. The committee consists of four workers, who were elected on Aug 13, 03.	13-Aug-03		Reebok's monitor will meet with the newly formed committee during his next audit of the facility, and will work with the worker representatives as needed to help them meet Reebok's requirements on health and safety issues.	Completed
Fire Safety/Evacuation Procedures	In accordance with Mexican Health and Safety Regulation, Title II, Chapter II, Article 28 V, the employer is responsible for organizing brigades in accordance with the risk and type of fire in the working place, to prevent and fight fires.	During the management interview it was noted that no fire brigade had been formed.			Fire brigades are only needed in accordance with the risk and type of fire in the working place. Given the fact this is only a 4-worker facility, a fire bridge is unnecessary. However, the factory should assign a qualified person to develop a comprehensive fire safety program for the factory, with policies that address the following three elements: a/ minimizing fire hazards, b/ planning for emergency action (fire notification systems, fire fighting equipment, emergency shutdown, evacuation routes, and gathering areas), and c/ training for workers so that they respond quickly and responsibly in case of fire. Please submit to Reebok a copy of your fire safety policies once developed.	28-Jul-03	Factory management is currently working with the newly formed Health and Safety committee to develop a fire safety program, and will submit it to Reebok once completed.			Reebok's monitor will work with the committee as needed to assist their efforts in developing a fire safety program that is in compliance with Reebok's Standards.	Pending
Fire Safety/Evacuation Procedures	In compliance with FLA Benchmarks V.B. Health and Safety: All applicable legally required or recommended elements of safe evacuation (such as posting of evacuation plans, unblocked aisles/exits, employee education, evacuation procedures, etc.) shall be complied with and workers shall be trained in proper safety, first aid, and evacuation procedures.	During the factory tour it was noted that there was no evacuation plan. There are no delimitation lines with yellow paint. Some aisles are obstructed. There is only one fire exit.			a/ As part of the fire safety policies being developed, factory must develop an evacuation plan, and post it in the factory. The evacuation diagram should show exit routes from each area, gathering areas outside, fire extinguisher locations, and alarm pull box locations, b/ Moreover, factory must indicate exit routes (such as on walls, floors, and columns), with photoluminescent safety materials, such as paint, panels or strips. Please submit to Reebok a copy of your evacuation plan once developed, as well as pictures of all exit routes markings. c/ Every worker must have unobstructed access to at least two exits safely distant from each other. Please provide a second exit in your facility The two exits should be far enough apart that in case of a fire near one, workers could evacuate safely from the other. Please submit to Reebok pictures of both exits.	31-Aug-03	a) An evacuation plan is currently being developed, and will be submitted to Reebok once completed. b) Floor markings indicating emergency exits has been completed (July 26, 03). Pictures have been submitted to Reebok. c) Factory management is currently working with the neighboring facility to develop a plan for 2 exits, and will report to Reebok on these efforts.	a & c/ Pending b/ 26-July-03	a & c/ Pending b/ Pictures of markings indicating exit routes have been submitted to Reebok as verification and are maintained in Reebok's internal files.	Reebok's monitor will continue to monitor the factory's efforts to determine ongoing compliance with fire safety/evacuation procedures requirements.	Pending

FLA Code/ Compliance Issue	Findings				Remediation						Status
	Benchmark or legal reference	Monitor's Findings	Documentation	Best Practice	PC remediation plan	Target Completion Date	Factory Response	Completion Date	Documentation	PC Follow-up	
Fire Safety/Evacuation Procedures	In accordance to the Mexican Health and Safety Regulation, Article 28, section IV, the employer is responsible for providing visible or audible signals to prevent and protect in cases of emergency.	During the factory tour it was noted that there was no fire alarm. There are no emergency lights.			<p>a/ Emergency exists must be clearly marked, well illuminated, and fitted with emergency lights. Please submit to Reebok pictures of all emergency exits and emergency lighting.</p> <p>b/ Factory must install a fire notification system. The notification system should be audible in all areas of the factory, and should be distinct from other alarms the factory may have. As part of the fire safety program policies being developed, the factory should implement a program for regular maintenance of the alarm (as well as all fire safety equipment). Please submit to Reebok a copy of the alarm.</p>	<p>a/ 7/28/2003</p> <p>b/ 8/31/03</p>	<p>a) Factory has obtained and installed the necessary lights.</p> <p>b) Factory installed a notification system on June 26, 03, as requested. Pictures were submitted to Reebok de Mexico.</p>	<p>a/ January 04</p> <p>b/ 26-June-03</p>	<p>a/ Pending</p> <p>b/ A picture of the notification system was submitted to Reebok as verification and is maintained in Reebok's internal files.</p>	Reebok's monitor will continue to monitor the factory's efforts to determine ongoing compliance with fire safety/evacuation procedures requirements.	Pending
Fire Safety/Evacuation Procedures	In accordance with the Health and Safety Regulations, Chapter II, Article 28, paragraph VI, fire-drills should be made at least once a year. It was noted that the management does not encourage the practice of fire drills.	There are no fire drills performed.			Workers and other factory employees should all be trained on how to respond quickly and responsibly in case of a fire. Part of this training, should include one emergency evacuation drill per year. Once your fire safety policies are conducted, please conduct the fire evacuation drill. You should maintain a fire evacuation drill log that records evacuation time and any comments on any problems. Reebok's <i>Guide to the Implementation of Reebok's Standards</i> provides sample records for your use. Please submit to Reebok pictures from your fire drill.	31-Jul-03	Workers were trained on how to respond quickly and responsibly in case of a fire during an emergency fire evacuation drill per year. Pictures from the fire drill were submitted to Reebok.	August-03	Pictures of the fire drill were submitted to Reebok as verification, and are maintained in Reebok's internal files.	Reebok's monitor will continue to monitor the factory's fire drill procedures and documentation to determine ongoing compliance with Reebok's Standards.	Completed
PPE	In accordance with Health and Safety Regulation, Article 101, the employer should provide personal protective equipment to the employees, after performing an analysis to determine what kind of risk the employees are exposed to.	During the factory tour it was noted that Personal Protective Equipment was lacking			Factory should perform an analysis of what types of activities in the factory require PPE. Please report on your efforts.	28-Jul-03	Factory management performed an analysis of what types of activities in the factory require PPE. Analysis resulted in providing PPE and training workers on PPE performing the following functions: standing tasks (provided mats) and cutter (provided metallic mesh gloves).	August-03	Pictures of the workers using the PPE have been requested from the factory.	Reebok's monitor will assess the PPE policy, and its enforcement during his next visit at the facility, to determine ongoing occupational safety compliance.	Completed
7. Freedom of Association and Collective Bargaining											
8. Wages and Benefits											
Time Recording	In compliance with FLA Benchmarks, VII.B, Wages and Benefits: Time worked by all employees, regardless of compensation system, will be documented by time cards or other accurate and reliable recording systems such as electronic swipe cards.	Employees sometimes forget to log in or out. However, the employees correct the sign in sheets themselves at the end of each week.			Please continue to ensure some verification system exists that ensures all hours worked are accurately and reliably reported.		Factory will continue its system of recording hours, whereby workers themselves record time in a log-in book when they enter and leave premises. Picture of log book submitted to Reebok.		Picture of log-book submitted to Reebok as verification and is maintained in Reebok's internal files.	Reebok's monitor will, during ongoing audits of the facility which include document review and worker interviews, continue to monitor the factory's ongoing compliance with requirements to record all hours workers.	Ongoing
9. Hours of Work											
10. Overtime Compensation											
Miscellaneous											
Internal Rules Handbook	In accordance with the Mexican Labor Law, Title 7th, Chapter V, Articles 422, 423, 424 and 425, the internal rules handbook (Reglamento Interior de Trabajo) should state the mandatory rules for the employer and employees that must be established by a mixed commission of both parts.	During the management interview it was noted that an internal rules handbook has not been developed yet.			Factory must distribute to workers written copies of all factory rules in other to communicate factory policies to workers. Please also post all policies in the local language of the workers in a prominent location in the factory. Submit to Reebok copies of all factory policies, as well as pictures of where they are posted in the facility.	28-Jul-03	Factory's internal regulations were posted Aug 22, 03. Pictures were submitted to Reebok.	22-Aug-03	Pictures of posted rules were submitted to Reebok and are maintained in Reebok's internal files.	Reebok's monitor confirmed with the factory that the rules were posted. Reebok's monitor will continue to monitor the factory's efforts to create an informed workplace through rule postings.	Completed